



JOINT READINESS TRAINING CENTER AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER  
FORT POLK, LOUISIANA 71459-5341



“A Return to Prominence – One Satisfied Customer at a Time”

CPAC INFORMATION BULLETIN  
NUMBER 99

April 2008

## NSPS INFORMATION

### NSPS Update

A number of questions have been raised about reassignments and promotions under NSPS. The following is intended to provide information that will answer most of those raised. Should you still have questions, please do not hesitate to contact your servicing HR Advisor.

As a point of departure, it is important to first provide some background information. The Department of Defense (DoD) established NSPS to help attract, recruit, and retain a high-quality civilian workforce environment. NSPS includes a compensation system that adapts to Department challenges in today's evolving national security environment. Managers and supervisors have greater authority, responsibility and flexibility to effectively manage DoD's civilian workforce with many new or modified compensation tools, two of which are reassignments and promotions.

When an employee moves to a different position or set of duties in the same pay band or a “comparable” pay band on a temporary or permanent basis, the move is a **reassignment**. A **promotion** is a move to a position in a higher pay band on a temporary or permanent basis.

NSPS lets managers and supervisors make salary adjustments upon reassignment or promotion of an employee; managers must carefully determine the most appropriate salary based on work responsibilities and a variety of other factors including:

- Labor market conditions
- Special requirements for a particular position

- Level of education or experience required for a particular position
- Scarcity of qualified candidates
- Program needs
- Current salaries of the candidate pool
- Other criteria deemed appropriate to make pay decisions

### Reassignments in NSPS

When an employee moves to a position or set of duties in the same pay band or a “comparable” pay band on a temporary or permanent basis, the move is a **reassignment**. In a comparable pay band, the work performed in the new position entails the same level of work as the current assignment (e.g., entry/developmental level, journey level, or expert level).

- Reassignments can occur within or across the varying pay schedules and career groups in NSPS, regardless of the earning potential of the pay band.
- Reassignments give employees the opportunity to perform different types of work assignments that may provide career development opportunities.
- NSPS gives management the opportunity to provide employees with a salary increase of up to 5% on reassignment.
- Reassignment compensation is a managerial flexibility in NSPS and is not a requirement. Supervisors must carefully balance the needs of the organization, budget restrictions, and other pay-setting factors before deciding whether to compensate an employee for a reassignment and prior to determining the amount of pay.
- Criteria used in some organizations to govern the use of the reassignment increase include: (1) the position must be critical to the mission; (2) the position must be hard-to-fill

## CONTENTS

NSPS Information Update	Page 1	Post-1956 Military Deposit	Page 7
CPAC Has Moved	Page 3	Retirement	Page 7
Pay Corner	Page 3	Employee Wellness	Page 8
TSP Corner	Page 4	Workplace Violence	Page 9
DOD Military Spouse Preference, Program “S”	Page 5	On Cyber Patrol	Page 10
Holiday/Liberal Leave Schedule CY-2008	Page 6	Did You Know?	Page 11
MEDDAC Holiday/Liberal Leave Schedule FY-2008	Page 6	Articles for Bulletin	Page 11
Training	Page 6		

based on previous recruitment efforts; or (3) the employee must possess critical skills that are not prevalent in the organization, can be applied immediately, and cannot be obtained in the absence of a reassignment pay increase.

- A reassignment is distinct from a salary increase based on promotion.

With reassignments, pay cannot be set less than the minimum or greater than the maximum of the pay band to which the employee is reassigned.

## Types of Reassignments

### Employee-Initiated Reassignment

An employee-initiated reassignment occurs when an employee applies and is selected for a position in the same pay band or in a comparable pay band. The supervisor may grant a discretionary base salary increase of up to 5%. The use of this flexibility to grant a salary increase must be consistent with local or Component-level policies.

The employee in NSPS can have several employee-initiated reassignments and receive associated increases, as long as the increases do not exceed 5% in a 12-month period.

For example: an employee may reassign in April and receive a 2% base salary increase. In September of the same year, the employee may reassign again and receive a 3% base salary increase.

An employee's base salary can also remain the same upon an employee-initiated reassignment, or it may be decreased in any amount agreed to by the employee, provided the reduction does not result in the employee's base salary being set below the minimum rate of the assigned pay band.

### Management-Directed Reassignment

Management-directed reassignments are actions initiated by management to laterally move an employee to another position in the same or comparable pay band within the organization or between organizations. These actions typically occur when an employee's skills can be better utilized in another equivalent position.

With a management-directed reassignment, the employee may receive a discretionary base salary increase of up to 5% for each reassignment that is directed by management. There is no limit to the number of times an employee can receive a management-directed reassignment. An employee's base salary can also remain the same upon a management-directed reassignment, but it may not be decreased.

### Involuntary Reassignment

When an employee is involuntarily reassigned to the same or comparable pay band through adverse action procedures, the base salary may be reduced by up to 10%, provided the reduction does not result in the employee's base salary falling below the minimum rate of the assigned pay band.

## Promotions in NSPS

A **promotion** is a move to a position in a higher pay band on a temporary or permanent basis. For example, if an employee moves from Pay Band 1 to Pay Band 2 of the assigned pay schedule, the employee receives a promotion.

- When promoted, the employee will receive a minimum base salary increase of 6%. Management has the option of approving increases of up to 20% (or even greater with higher-level approval).
- When an employee is promoted, pay cannot be less than the minimum or greater than the maximum of the pay band to which the employee is promoted.
- When a temporary promotion ends, the employee's pay is set at the same rate the employee received prior to the temporary promotion—with appropriate adjustments for the increases that may have occurred while the employee was temporarily promoted to the new position (i.e., rate range adjustment, salary increase as a result of a performance payout).

#### Additional Information:

Several resources provide additional information on reassignments and promotions in NSPS.

- **NSPS Implementing Issuances** are available on the NSPS website and include:

--- **Compensation Architecture (SC1930):** information related to pay setting upon reassignment or promotion. Located at:

[http://www.cpms.osd.mil/nsps/docs/implementing\\_issuances/1930Compensation.pdf](http://www.cpms.osd.mil/nsps/docs/implementing_issuances/1930Compensation.pdf)

--- **Staffing and Employment (SC1950):** information on how to determine when a move is a reassignment or a promotion. Located at:

[http://www.cpms.osd.mil/nsps/docs/implementing\\_issuances/1950StaffingAndEmployment.pdf](http://www.cpms.osd.mil/nsps/docs/implementing_issuances/1950StaffingAndEmployment.pdf)

- Component-issued guidance may also be available. The NSPS Program Manager at the Component can direct employees to this information.
- Several NSPS training courses include information on reassignments and promotions:

---NSPS 101: web-based training educates viewers on the core elements of NSPS. Available at: <http://www.cpms.osd.mil/nsps/nsps101/index.htm>.

---NSPS Performance Management Training: classroom training helps employees learn how performance is planned, monitored, developed, rated, and rewarded. Course guide available at: <http://www.cpms.osd.mil/nsps/docs/PMEPGS1V3.pdf>.

## Frequently Asked Questions

**Question:** How can an employee working in NSPS benefit from an employee-initiated reassignment?

**Answer:** The broad pay bands under NSPS cover a wide range of work responsibilities. Within a pay band, an employee's salary may progress based on varying levels of employee responsibility, performance, knowledge, and ability. Taking on a new assignment or changing positions within the same pay band may increase opportunities to make contributions to the organization and help employees develop a different set of competencies that may be used to seek a promotion in the future. With a reassignment, the supervisor may grant an increase of up to 5% in base salary. The use of this flexibility to grant a salary increase must be consistent with local or Component-level policies.

**Question:** How can a supervisor use management-directed reassignments to provide employees with added opportunity and compensation?

**Answer:** In NSPS, supervisors have the flexibility to align individual work with organizational goals, providing employees with increased opportunity to expand skill sets and develop new competencies. With management-directed reassignments, supervisors can exercise this flexibility and may be able to provide reassigned employees with salary increases, when local or Component-level policies permit.

It is important to consider the financial implications of management-directed reassignments because the percentage of increase (up to 5% for each reassignment) is attached to the employee's base salary. The supervisor is responsible for ensuring that the budget can sustain the base salary increase over time.

**Question:** What factors are considered when granting a promotion increase of greater than 6%?

**Answer:** In making decisions to grant an increase of greater than 6%, supervisors consider the following factors:

- The difficulty and criticality of the assignment;

- The minimum and maximum salary rates of the new pay band;
- The employee's relevant work experience and past/anticipated performance contributions;
- Labor market conditions, including rates paid for similar types of work;
- Internal equity including salary levels of other employees within the organization who have greater experience; and,
- The long-term costs and resulting multi-year budget implications



CPAC has moved to a new location. We are now located in building 3304 (old DPW building) directly across the street from Burger King on South Fort. Our address is 2271 Louisiana Avenue. We are proud of our new facility.



Control Your Pay With myPay!

*Click on the MyPay Key above to be linked to the MyPay System*  
*Or*

Type into your browser:

<https://mypay.dfas.mil/mypay.aspx>

**"ADDRESS CHANGES"**

Any request for address changes should be directed to the Customer Service Representative (CSR), Mona Cauthen, Bldg 412, CPAC or to MyPay.

If an employee elects to update an Address in their MyPay account or if the CSR updates the data, all personnel

related databases will be updated -- DCPS, DCPDS, ABC-C, and TSP.

Any request for address change sent only to the CPAC Rear (formerly CPOC) will ONLY update your DCPDS records.

Employees may access information about myPay, via this link: <http://www.dfas.mil/army2/mypay.html>. This link provides information about myPay and instructs how to request a PIN.

## TSP CORNER

### WHAT'S NEW?

**Employee Contributions** — Beginning in 2006, there are no longer any percentage limits on employee contributions to the TSP. TSP contributions will be limited only by the restrictions imposed by the [Internal Revenue Code](#).

**Elective Deferral Limit (I.R.C. Section 402(g))** — The elective deferral limit for 2008 is \$15,500. The limit for 2006 was \$15,000. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

**I.R.C. Section 415(c) Limit** — The limit for 2008 is 46,000. The limit for 2007 was \$45,000.

**Catch-up Contributions** — The limit on catch-up contributions for 2008 is \$5,000. It remains the same as the 2007 limit. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$15,500 in 2008), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-up Contributions](#)."

Participant statements are on-line in [Account Access](#) on this Web site. Click on [Your TSP Participant Statement](#) for more information.

**Loan interest rate** for new loans is 3.375%.

**Annuity interest rate index:** 4.375% for annuities purchased in March 2008 and 4.375% for April 2008. [Click here](#) for historical annuity interest rates.

**Your account balance** is updated each business day. To access your account balance on this Web site, you will need your TSP account number and your 8-character [Web Password](#). To obtain your account balance from the [ThriftLine](#), you will need your TSP account number and 4-digit TSP Personal Identification Number (PIN).

**Civilian TSP participants who are members of the Ready Reserve** — If you are a civilian TSP participant

with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in non-pay status for up to one year of non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

### TSP RATES OF RETURN

Rates of Return were updated on May 1, 2008

(Figures in parenthesis indicate a negative return)

\*\*\*\*\*

	G Fund	F Fund	C Fund	S Fund	I Fund
April 2008	0.24%	(0.16%)	4.94%	5.30%	5.55%
Last 12 Months	4.37%	7.12%	(4.61%)	(5.70%)	(0.88%)

(05/01/2007-04/30/2008)

\*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

	L 2040	L 2030	L 2020	L 2010	L Income
April 2008	4.26%	3.74%	3.23%	1.93%	1.20%
Last 12 Months	(1.78%)	(0.94%)	0.06%	2.13%	3.21%

(05/01/2007-04/30/2008)

\*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link:

[http://www.tsp.gov/curinfo/annuity\\_history.html](http://www.tsp.gov/curinfo/annuity_history.html)

### Address Changes with TSP

As a result of the account number announcement mailing, TSP has received calls from participants needing to update



their addresses. You are reminded that address changes must be made through your Payroll Liaison, Mona Cauthen, or you can make the change through [MyPay](#) which will allow you to do so quickly and easily. Please see instructions above under heading **\$\$ PAY CORNER**  
**\$\$ – ADDRESS CHANGES.**

### Restriction on Interfund Transfers

Last year, it became clear that a few thousand of the 3.9 million Thrift Savings Plan (TSP) participants were making frequent interfund transfer (IFT) requests. Because this activity was clearly accelerating, and in light of the detrimental effect on fund performance and transaction costs, the Agency is implementing limits on interfund transfers effective May 1, 2008.

In February 2008, the Agency notified all participants of the proposed change and the reasons for it when the Agency mailed the new annual participant statements. On March 10, the Agency published the proposed final regulation in the Federal Register and allowed a 30-day comment period. After considering all of the comments received, the Agency decided upon the limits that provide for a broader, system-wide solution.

The [final regulation](#) limits the number of unrestricted interfund transfer requests to **two per calendar month**. These first two IFTs can redistribute your account among any or all of the TSP funds. After that, for the remainder of the month, you may make additional interfund transfers only into the Government Securities Investment (G) Fund until the first day of the next month.

[Frequently asked questions](#) can be found on the TSP website. Greater details are provided in the [Frequent Trading memorandum of November 6, 2007](#), and the [FRTIB Frequent Trading presentation dated November 19, 2007](#).

### DoD MILITARY SPOUSE PREFERENCE PROGRAM - PROGRAM "S" -

**General:** The Military Spouse Preference Program applies to spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full-time National Guard, who desire priority consideration for competitive service positions at DoD activities in the U.S. and its territories and possessions. Chapter 14 of the PPP Operations Manual contains specific information on registration in this program.

**Eligibility:** Spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full time National Guard, may register 30 days prior to the sponsor's reporting date, for competitive service positions at DoD activities in the U.S. and its territories and possessions provided the spouse accompanies the military sponsor who is:

- Assigned by a PCS move from overseas to U.S., or to a different commuting area within the U.S., including the U.S. territories or possessions;
- Relocating to a new and permanent duty station after completing basic and advanced individual training.
- Permanently assigned to the same duty station where initial entry training was received;
- Assigned by PCS to a service school regardless of the duration of training;
- A former military member who re-enlists and is placed in a permanent assignment; or
- Reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment. The spouse may register for activities in the commuting area of the sequential assignment at any time during the sponsor's unaccompanied tour.

(NOTE: Military spouses are ineligible for Program "S" when the sponsor relocates in conjunction with retirement or separation.)

**Registration:** Registration may be accomplished at the losing activity up to 30 days prior to the sponsor's reporting date or, upon relocation, at any activity in the commuting area of the sponsor's new duty station. If not currently employed by DoD, an eligible spouse may register at a DOD activity in the gaining area or, if registration is desired in advance, at any DOD activity in the losing area. Spouses are not eligible if their sponsor relocates in conjunction with retirement or separation.

**Skills:** May register for up to 5 skills provided they are "well qualified." This determination is made at the time the spouse presents the resume and other required supporting documentation:

1. Copy of military orders;
2. Latest performance appraisal;
3. Copy of SF-50 showing leave without pay;
4. Copy of a resume from Resumix;
5. Copy of college transcripts and/or license (if applicable).

**High Grade:** Spouses may register at a grade no higher than that previously held on a permanent basis or if the spouse's only Federal service was overseas under time-limited appointment, he/she may register for the highest grade held, if they have appointment eligibility under

Executive Order (E.O.) 12721. Spouses who are not current Federal employees who have E.O. 12721 and reinstatement eligibility may register under either option, whichever is more beneficial.

For eligibility information or registration in the Priority Placement Program, please contact the Civilian Personnel Advisory Center, 337-531-4020/4207, for an appointment.

### HOLIDAY/LIBERAL LEAVE SCHEDULE FOR CY 2008

<u>Holiday</u>	<u>Date Designated</u>	<u>Training/ Liberal Leave</u>
New Year's Day	01 Jan 2008	31 Dec 2007
MLK's B-Day	21 Jan 2008	22 Jan 2008
President's Birthday	18 Feb 2008	15 Feb 2008
Memorial Day	26 May 2008	23 May 2008
Independence Day	04 Jul 2008	07 Jul 2008
Labor Day	01 Sep 2008	29 Aug 2008
Columbus Day	13 Oct 2008	None Designated
Veterans' Day	11 Nov 2008	None Designated
Thanksgiving Day	27 Nov 2008	None Designated
Christmas Day	25 Dec 2008	None Designated

### MEDDAC HOLIDAY/LIBERAL LEAVE SCHEDULE FOR FY 2008

<u>Holiday</u>	<u>Date Designated</u>	<u>Training/ Liberal Leave</u>
Columbus Day	08 Oct 2007	
Veterans' Day	12 Nov 2007	
Thanksgiving Day	22 Nov 2008	23 Nov 2007
Christmas Day	25 Dec 2007	24 Dec 2007
New Year's Day	01 Jan 2008	31 Dec 2007
MLK's B-Day	21 Jan 2008	
President's Birthday	18 Feb 2008	
Memorial Day	26 May 2008	
Independence Day	04 Jul 2008	03 Jul 2008
Labor Day	01 Sep 2008	

## TRAINING

### HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

The HR for Supervisors course was developed by the Civilian Human Resource Agency (CHRA) to train supervisors in their responsibilities for civilian human resources management. This course is offered on a quarterly basis by the Civilian Personnel Advisory Center (CPAC) Staff. Not only are new supervisors encouraged to attend, but this course is an excellent refresher for all supervisors. We encourage all supervisors "new" and "not so new" to attend this course. Remember "continuous learning" is the KEY to Success!

The course covers HR management legal and regulatory requirements, HR processes, HR services and HR automated tools designed to assist supervisors in requesting and tracking personnel actions.

HR for Supervisors is a 4.5 to 5 day course designed to teach civilian and military supervisors of appropriated fund civilian employees about their responsibilities for Civilian Human Resource (CHR) management. The course includes the following modules:

- Overview of Army CHR (includes Merit System Principles and Prohibited Personnel Practices)
- Position Classification (includes an introduction to CHR automated tools such as CPOL Portal)
- Staffing
- Human Resources Development
- Management Employee Relations
- Labor Relations
- Civilians Supervising Military (when the class includes civilian supervisors who supervise military personnel)
- Federal Employee Compensation Act (FECA) Presentation
- Safety Presentation
- SJA Presentation
- EEO Presentation
- ASAP Presentation

The dates that we will be conducting the course in FY 08 are as follows:

**23-27 June 2008**  
**11-15 August 2008**

Supervisors who are interested in attending or those who may desire additional information should call their servicing HR Specialist at the CPAC, 531-4020/4207.



## Post-1956 Military Deposits

If you have performed active military duty, including active duty for training, or periods of active duty that may have occurred during your civilian employment, and have not already made the Post 56 deposit, you should consider doing so at this time. An unpaid deposit may impact your retirement eligibility as well as your annuity.

If you are under the CSRS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/CSRSPost56.htm> .

If you are FERS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/FERSPost56.htm> .

You may also access CPB 07-07 (Retirement Deposits & Post-1956 Military Deposits-Fers) and CPC 08-07 (Retirement Deposits, Redeposits & Post-1956 Military Deposits-CSRS) at our CPAC web page <http://www.jrtc-polk.army.mil/cpac/CPB2007.htm> .

**And in the end it's not the years in your life that count. It's the life in your years.**

~ Abraham Lincoln ~



## Retirement

### New Requirement for Retirement

OPM has a new requirement for retiring CSRS employees. Now you must submit a copy of your marriage certificate with your retirement application, if you are married at time of retirement.

This requirement has not yet gone into effect for FERS employees. However, it would be a good idea for retiring FERS employees to also include a copy of your marriage certificate with your retirement application.

### Why Wait for Your Retirement Estimate?

With the increase of requests for retirement estimates and an average turnaround time of more than 75 days, ABC-C is constantly looking for better ways of providing your estimate in a timely manner.

We know that one of the most important decisions you will ever make in your career is that of retirement. Many questions go through your mind: Should I leave a survivor annuity? What about continuing my health and life insurance? Which is the best date for me to retire? Can I even afford to retire?

A good place to find some of the answers to your questions is with an estimate computed using the automated calculators within EBIS. Your estimate using EBIS is a quick “snap shot” of your retirement benefits. For example, you can create different scenarios in the **Advanced Retirement Estimate**, under the **Calculators** button, by changing your date of retirement, adjusting your high-3 salary, or changing your health and life insurance options at retirement.

There are some assumptions made when you access the retirement estimate available at the **My Benefits** tab in EBIS. If you are within three years of retirement eligibility, your pay is adjusted to display a high-3 salary that is 94% to 100% of your current salary. If you are more than three years from retirement, the estimate will use your current salary as your high-3.

If you have FERS covered earnings, Social Security covered earnings or TSP contributions, click on the links in each section of the estimate at the **My Benefits** tab to update the information for those items. Once you update that information, the data in your estimate will be more accurate.

All of these things will increase the accuracy of your estimate; however, they cannot account for every circumstance in your career. If you are anticipating retirement within five years, we strongly encourage you to contact a counselor and request a formal estimate that will take your entire career into consideration. The toll-free ABC-C phone number is 1-877-276-9287. If during your Federal career you have had a variety of different types of service (i.e. NAF, temporary time or military service, paid your Post-1956 military deposit, civilian deposit, or re-deposit), this is commonly referred to as “complicated service,” and EBIS may not be giving you the most accurate information.



## What Happens After You Submit Your Retirement Application?

Have you ever wondered what happens to your retirement package once you mail it to the Army Benefits Center-Civilian (ABC-C)? Well, you are not alone. Let us see if we can ease your fears as you transition into one of the most important phases of your life. Once you submit your retirement application to the ABC-C, several things happen to ensure your application is processed quickly and efficiently:

- First, basic information is entered into a database so that we can track the progress of your retirement action.
- A cursory review is done to make sure your application packet is complete. We will then send you a letter telling you that we have received your packet. We will also request any additional or corrected documents that may be needed.
- Your Official Personnel Folder (OPF) will be requested from your servicing Civilian Personnel Operations Center (CPOC). As part of the final processing, a thorough review of your OPF will be done and a statement of service will be prepared to verify your eligibility for retirement.
- An ABC-C specialist will then contact you to provide your final retirement counseling. Putting your work and home or cell phone numbers on your retirement application will assist the specialist in being able to reach you and provide this important information.
- You will be separated from the Defense Civilian Personnel Data System (DCPDS), a fancy term for the personnel computer system. Your Individual Retirement Record (IRR) will then be requested from your servicing Defense Finance & Accounting Service (DFAS). Upon receipt of your IRR, your original retirement application will then be forwarded to the Office of Personnel Management (OPM).
- As the final step in ABC-C's process, a special congratulatory letter will be sent to you within one week following the effective date of your retirement, along with a copy of the pertinent retirement forms, and your retirement Notification of Personnel Action (NPA).
- OPM will set up interim retirement payments (generally about 80% of the estimate). At this time, you will also be provided a Civil Service Annuitant

(CSA) number to use when you need to contact OPM regarding your retirement.

- Once the packet has been reviewed and adjudicated by OPM, you will receive a final statement that will show your annuity payment and deductions.
- Make sure you review your final Leave and Earnings Statement (LES) to see that your FERS/CSRS retirement data was sent to OPM and the date DFAS processed the register along with the register number.



We hope this has put your mind at ease regarding the retirement process. Remember, even after you retire you are still able to contact the ABC-C office for up to six months. That number is the same as when you were an active employee, 1-877-276-9287 or 1-877-276-9833 for the hearing impaired. We are just a phone call away.

*Information provided by the ABC-C News Letter.*



## BJACH HOSTS DIABETES WELLNESS FAIR

Preventive Medicine Services  
Bayne-Jones Army Community Hospital

A person who is diagnosed with diabetes is at risk for several life-threatening complications which include but is not limited to heart attack, high blood pressure, stroke, kidney failure, blindness and amputation of one or both extremities. Studies show that death from diabetes is generally under reported and linked with other chronic conditions such as heart disease. In 2002, one out of every ten health care dollars was estimated to be spent on diabetes related visits. According to the American Diabetes Association, 7% (20.8 million) Americans have diabetes.

If you have already been diagnosed with diabetes, the key is preventing complications from the disease itself. Preventing complications depends on you partnering with your health care provider to follow his/her guidelines for your care. Partnering with your provider includes:

- ✓ Controlling blood glucose (sugar) levels
- ✓ Controlling blood pressure
- ✓ Controlling cholesterol levels



Based on your health status your provider will recommend dietary as well as activity guidelines to assist you with making healthy lifestyle changes.

In an effort to improve the diabetic care for our beneficiaries at BJACH, Preventive Medicine Services, BLDG 3504, Georgia Avenue, will be hosting a Diabetes Wellness Fair on Thursday, 15 May 2008 from 1000hrs through 1400hrs. Services offered at the Diabetic Wellness Fair will include laboratory testing for LDL (low density lipoprotein) and hemoglobin A1C, blood sugar, blood pressure screening, nutrition information, and pneumonia vaccination screening among other services. For further information on the Wellness Fair, contact Preventive Medicine at 531-6880.

### WOMEN'S HEALTH: FREE VACCINE CAN HELP PROTECT GIRLS AND WOMEN FROM CERVICAL CANCER

Preventive Medicine Services  
Bayne-Jones Army Community Hospital

HPV (Human Papillomavirus) is listed as the most common sexually-transmitted infection in the United States. HPV can cause the cells in the cervix to change from normal to precancerous. If these are not treated, they can turn cancerous. There is a free vaccine for female military and dependants available at BJACH! The vaccine, Gardasil, protects against four HPV types, which together cause 70% of cervical cancers and 90% of genital warts. There is no infectious material in this vaccine, so you cannot get HPV from it. The FDA licensed the HPV vaccine as safe and effective. It has been tested on over 11,000 females (ages 9- 26 years).

As with all vaccines, there may be some side effects. The most common are pain, swelling, itching, and redness at the injection site. Studies have shown fewer than 10% girls and women vaccinated with Gardasil have reported signs of fever, nausea, dizziness and fainting.

The vaccine is a 3 shot process. Women ages 9-26 years should get the first shot as soon as possible. The second shot is received 2 months after the first, and the third shot is received 4 months after the second. You may benefit from the vaccine if you already have HPV, because most people are not infected with all four types of HPV contained in the vaccine. Remember, it is important for women to get a Pap smear every year with or without the HPV vaccine!

- Vaccinations are offered every Monday and Wednesday, from 0830-1030.
- Vaccinations are given at Preventive Medicine Services, Bldg. 3504, Georgia Ave

- All applications must have a negative pregnancy test within 48 hours of vaccine.
- For more information please contact Mr. Cliff Brannan at 531-0261.

In recognition of Women's Health Month, The Wheelock Fitness Center and Preventive Medicine Services at Bayne-Jones Army Community Hospital will be sponsoring a "Women's Health Day" at The Wheelock Fitness Center on 12 May 08 from 10:00 am through 12:00 pm. All women are invited to attend. For more information, contact Preventive Medicine Services at 531-3567.



### What is workplace violence?

Any threatening behavior, physical assault, or verbal abuse which takes place in the work setting constitutes *Workplace Violence*. According to the National Institute for Occupational Safety and Health (NIOSH), beatings, shootings, suicides, rapes, as well as psychological traumas and harassments of all sorts – such as threats, obscene phone calls, and being followed – are all examples of *Workplace Violence*. Many incidents of *Workplace Violence* do not involve force, but rather, the threat of force.

Incidents of *Workplace Violence* can occur at any location where an employee performs a work-related activity – including parking lots, clients' homes, vehicles used for business purposes and offices. The perpetrators of *Workplace Violence* come in many forms. Strangers, customers, clients, and co-workers may be involved in incidents of *Workplace Violence*. Other people with personal relationships to employees, such as spouses or friends, also become perpetrators of *Workplace Violence* when their actions take place at the work site.

### How to prevent Workplace Violence?

Different circumstances make different work environments more at risk for different types of violence. For example, retail services which handle money are more likely at risk for robberies – the most common type of violence perpetrated by strangers. Workplaces where employees' job security is at risk are more prone toward incidents of physical aggression between coworkers. Employees suffering from violent or stressful personal relationships

are more likely to be victims of extreme aggression, such as shootings, stabbings, and murder.

Many factors can heighten the risk of violent incidents. These include: working late at night, working in highly stressful conditions, having potential weapons – such as scissors - easily visible, working after regular work hours or in isolation, poor lighting outside of the workplace, unregulated access into the work site, the absence of a strong and well publicized disciplinary policy, and an inability to quickly communicate with security personnel.

The best way to prevent *Workplace Violence* from occurring is to reduce the risk factors in the workplace. For example, retail services can post signs stating a minimal amount of cash in the cash register. Individuals with a history of violent behavior can receive counseling services. Other ways to reduce the risk of violence include: posting laws against stalking, assault and other acts of violence, and setting up the workplace so that employees have multiple exits.

#### **Taking steps to stop the violence.**

- All workplaces should have a clear procedure for reporting violent incidents – whether verbal, physical, or threatening. This procedure should be well understood by all employees and available to them in writing. In order for employees to feel comfortable reporting violent incidents – without fearing retribution from coworkers or clients – the procedure should be confidential and supportive.
- Find out about the procedure for reporting violent incidents at your workplace. If your workplace does not have a procedure, ask your employer to implement one.
- Some ways to make your workplace safer
- Ask your employer to identify the conditions which make your workplace at risk for violence and to reduce those risks.
- Attend training on how to de-escalate hostile or threatening situations.
- Make sure you understand your workplace's communication procedures in the event of violent incidents.
- Eliminate or reduce the amount of time you work alone or in isolation.

#### **What to do if you suspect a person may be violent.**

- Stay calm.

- Speak and move slowly and with confidence.
- Encourage the individual to talk.
- Show the individual that you are interested in what he/she has to say.
- Acknowledge that the person is upset.
- Provide time for the person to calm down by offering a drink of water.
- Try to break big problems into more manageable difficulties.
- Sit or stand so that there are physical barriers between you and the individual.
- Position your body at an angle, rather than facing the individual directly.
- Make sure you have an access to an exit.

### **April 2008 On Cyber Patrol Mind Your Ps & Qs**

OK, listen up: Spot quiz. From the choice of acronym definitions below, select the ones that are correct, relevant, applicable and necessary for your immediate task set and strategic objectives. You will do this with someone barking/whining/sobbing/screaming in your ear, a flood of e-mails marked urgent clogging your mailbox, your phone(s) and Blackberry all going off simultaneously (with an embarrassing ring tone) and someone yelling to see you front and center immediately. For those in theatre, we're going to lob a mortar round or two nearby for added excitement.

EKMS	-Electronic Key Management Systems -Enterprise Knowledge Management System -Electromagnetic Kinetic Myocardial Synapse
IAVA	-Iraq and Afghanistan Veterans of America -Information Assurance Vulnerability Alert -International Assoc of Virtual Assistants
DAA	-Designated Approving Authority -Digest Access Authentication -Dieticians Association of Australia

DSAWG	-DISN Security Accreditation Working Group -Defense IA Security Accreditation Working Group -Dedicated Solicitors Against Wandering Grapevines
CDTAB	-Centralized Designated Tabulation Adjustment Board -Cross Domain Technical Advisory Board -Compact Disk Throwaway Ancillary Binding
PKI	-Protein Kinase Inhibitors -Public Key Infrastructure -Performance Key Indicators
IA	-Insurance Agent -Information Assurance -Instantly Available

The point is – and yes, there is a point – that the IA world is just as acronym filled as our non-military lives. Many of these acronyms are confusing, redundant, multi-meaning and sometimes just plain wrong (on so many levels). So how do you decipher this alphabet soup? What would SGT Firewall do?

There are three approaches that work best when applied together.

1. FT: Formal Training. Make sure you are up to date on your certifications and training. And take notes this time!
2. II: Individual Initiative. Few of us have the luxury of a full time mentor. Take it upon yourself to get up to speed on the applicable acronyms as you take on a position or duty.
3. LTSWKWTHATA: Listen to Someone Who Knows What the Heck They Are Talking About. This one is self-explanatory.

If you have IA responsibilities (and just about everyone does), what you do and how you do it, could have a significant impact on the security of Army personnel and the success of ongoing operations. It is worth being sure you know what you are talking about – down to the letter.

### Did you Know?

A square piece of dry paper cannot be folded in half more than 7 times.

Sound travels through water 3 times faster than through air.

The typical bolt of lightning heats the atmosphere to 50,000 degrees Fahrenheit.

An electric oven uses one kilowatt-hour of electricity in about 20 minutes, but one kilowatt-hour will power a TV for 3 hours, run a 100-watt bulb for 12 hours, and keep an electric clock ticking for 3 months.

Water expands by about 9% as it freezes.

## ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. [Janette.Nolde@us.army.mil](mailto:Janette.Nolde@us.army.mil)
2. Call 531-1847

Suggestions will be reviewed and addressed if at all possible.

**//Original Signed//**  
**DONALD R. MALLET**  
 Director, Civilian Personnel  
 Advisory Center